

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: August 17, 2005

Division: Engineering

Bulk Item: Yes x No

Department: Engineering

Staff Contact Person: David S. Koppel, P.E.
County Engineer

AGENDA ITEM WORDING: Approval of Exhibits A, B and C to be attached to the contract with Currie, Sowards, Aguila Architects for planning, design, contract documents, and construction administration services for the construction of an Upper Keys Government Center.

ITEM BACKGROUND: In November, 2004 a request for Professional Services for the Upper Keys Government Center was advertised. On December 22, 2004 six responses were received in Purchasing. On January 6, 2005 the BOCC approved the Selection Committee ranking as follows; **Spillis Candela & Partners, Inc.; Currie Sowards Aguila Architects; Zelch & McMahon, Architects; mbi/k2m Architecture; Vaughn, Wunsch, Masullo Architects; and Clemons, Rutherford Architects.** Negotiations were terminated with the first firm after an impass was reached. On May 18, 2005 a contract with Currie, Sowards, Aguila Architects was approved and the exhibits were inadvertently omitted. These exhibits identify the insurance, the schedule of hourly rates, and the response to technical questions posed during the submittal process.

PREVIOUS RELEVANT BOCC ACTION: On 12/18/02 BOCC approved infrastructure monies for the capital improvements with bond monies.

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATIONS: Approval as stated above.

TOTAL COST: \$0

BUDGETED: Yes X NO

COST TO COUNTY: \$0

SOURCE OF FUNDS: Bond Proceeds Fund
(24001- 560620-CE0303-560620)

REVENUE PRODUCING: YES NO X AMOUNT PER MONTH YEAR

APPROVED BY: County Atty. OMB/Purchasing Risk Management

DIVISION DIRECTOR APPROVAL:
David S. Koppel, P.E., County Engineer

DOCUMENTATION: Included X To follow Not required

DISPOSITION: AGENDA ITEM #

EXHIBIT
A

ACORD™ CERTIFICATE OF LIABILITY INSURANCEDATE (MM/DD/YY)
07-27-05

PRODUCER

Suncoast Insurance Associates
P.O. Box 22668
Tampa, FL 33622-2668
813 289-5200

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED

Robert G. Currie Partnership, Inc.
d/b/a Currie Sowards Aguila Architects
134 N.E. 1st Avenue
Delray Beach, FL 33444

INSURER A: United States Fidelity & Guaranty

INSURER B: St. Paul Fire & Marine

INSURER C: XL Specialty Ins Co

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY	BK01938396	08/17/05	08/17/06	EACH OCCURRENCE	\$1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire)	\$300,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$10,000
					PERSONAL & ADV INJURY	\$1,000,000
					GENERAL AGGREGATE	\$2,000,000
					PRODUCTS - COMP/OP AGG	\$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
A	AUTOMOBILE LIABILITY	BK01938396	08/17/05	08/17/06	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS					
	<input checked="" type="checkbox"/> NON-OWNED AUTOS					
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC	\$
					AUTO ONLY: AGG	\$
	EXCESS LIABILITY				EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
	<input type="checkbox"/> DEDUCTIBLE					\$
	RETENTION \$					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	WVA2449615	01/01/05	01/01/06	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
					E.L. EACH ACCIDENT	\$100,000
					E.L. DISEASE - EA EMPL OYEE	\$100,000
					E.L. DISEASE - POLICY LIMIT	\$500,000
C	OTHER	DPR9405295	08/24/04	08/24/05	\$1,000,000 per claim	
	Professional Liability				\$1,000,000 aggregate	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Professional Liability is claims made and reported.

RE: Upper Keys Government Center. Certificate Holder is an additional insured with respect to general liability and auto liability.

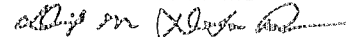
CERTIFICATE HOLDER ☒ ADDITIONAL INSURED; INSURER LETTER:

CANCELLATION

Monroe County BOCC
1100 Simonton St.
Room 2-213
Key West, FL 33040

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

MONROE COUNTY, FLORIDA

Request For Waiver
of
Insurance Requirements

It is requested that the insurance requirements, as specified in the County's Schedule of Insurance Requirements, be waived or modified on the following contract:

Contractor: Currie Sowards Aguila Architects

Contract for: Upper Keys Government Center

Address of Contractor: 134 N. E. 1st Avenue
Delray Beach, Florida 33444

Phone: 561-276-4951

Scope of Work: Architectural Services for
Upper Keys Government Center

Reason for Waiver: Aggregate portion of professional liability in excess of industry standard (which is \$1 million)

Policies Waiver will apply to: Reduction of aggregate portion only of Professional Liability policy from \$3 million to \$1 million

Signature of Contractor:  July 15, 2005

Approved  Not Approved

Risk Management: 

Date: 7-13-05

County Administrator appeal:
Approved Not Approved

Date:

Board of County Commissioners appeal:
Approved Not Approved

Meeting Date:

BIDDER

SIGNATURE

INSURANCE REQUIREMENTS FOR UPPER KEYS GOVERNMENT CENTER

Worker's Compensation	Statutory Limits
Employers' Liability Insurance	\$1,000,000 Accident \$1,000,000 Disease, policy limits \$1,000,000 Disease, each employee
General Liability, including Premises Operation Products and Completed Operations Blanket Contractual Liability Personal Injury Liability Expanded Definition of Property Damage	\$5,000,000 Combigned Single Limit
Vehicle Liability (Owned, non-owned and hired vehicles)	\$1,000,000 per Person \$5,000,000 per Occurance \$100,000 Property Damage \$5,000,000 Combigned Single Limit
Errors and Omissions	\$3,000,000 per Occurance/\$5,000,000 Agg
The Monroe County Board of County Commissioners shall be named as Additional insured on all policies issued to satisfy the above requirements	

EXHIBIT B

EXHIBIT "B"
SCHEDULE OF HOURLY RATES
Upper Keys Government Center

ARCHITECTURAL SERVICES

- Principal Architect \$175.00
- Project Architect \$150.00
- Project Manager \$125.00
- CADD Technician I \$80.00
- CADD Technician II \$65.00
- Support Staff \$45.00

STRUCTURAL ENGINEERING

- Principal \$170.00
- Project Manager \$140.00
- Senior Engineer \$110.00
- Project Engineer \$100.00
- CADD Operator \$75.00
- Secretary \$45.00

MEP ENGINEERING

- Principal \$150.00
- Engineer \$115.00
- Designer \$90.00
- CADD Operator \$65.00

CIVIL ENGINEERING

- Engineer \$165.00

LANDSCAPE ARCHITECT

- Landscape Architect \$125.00

Notes:

1. Rates effective January 1, 2005
2. Rates may be increased a maximum of five (5%) percent per twelve (12) month period upon written notification to Monroe County.

EXHIBIT C

ADDENDUM NO. 1
Upper Keys Government Center
Response to Technical Questions
December 1, 2004

Several documents have been received from consultants requesting additional information with respect to the Upper Keys Government Center Project. We have grouped similar questions into a single reply.

1. **Location of Project Site** – The site is located at mile marker 102 on the Gulf side adjacent to the Howard Johnson Motel. It was formerly know as the Quay Restaurant. The site is approximately 3.5 acres.
2. **Project Budget** – The current construction budget for this project is estimated to be between 4.5-6 million dollars.
3. **County/State/Federal services and or departments to be accommodated at new Government Center** – The development program has not been completed to date. When complete, it will list the activities and areas intended to be included within this project.
4. **Order of magnitude for total building square footage contemplated for new Government Center** – It is impossible to predict the building area at this time since factors such as required parking, anticipated use, construction cost/SF and possible development program area requirements have not been determined.
5. **What governmental agency reviews will be required for this project** – Since the development plan for this Project is not finalized, the County is uncertain as to the full extent of regulatory review. It is intended that the selected Consultant will provide that information to the County as the Project progresses.
6. **What existing reports, surveys, studies for the subject property are available for review** – The County has a preliminary survey of the property.
7. **Are USGSA forms 254 and 255 required for this submittal** – The use of USGSA forms 254 and 255 expired in August of this year. They will not be required for this or future Requests For Qualifications. USGSA Standard Form 330 is now in effect and will be required for this RFQ submittal.
8. **Are public utilities or offsite roadwork involved** - The site has an old sewage treatment plant, some injection wells, electrical lines and water line. Depending on how the site is developed some, none or all of these may remain or be removed. Offsite roadwork will most likely be limited to access points and work in the easement area.

ADDENDUM NO. 2
Upper Keys Government Center
Response to Technical Questions
December 15, 2004

Since publishing Addendum No. 1 on December 1, 2004, four additional documents have been received from consultants requesting additional information with respect to the Upper Keys Government Center Project. The reply to these questions is as follows:

1. **Possibility of obtaining a list of firms interested in this project** – Since firms are retrieving the RFQ data from DemandStar or the County's website, the Engineering Department has no way of knowing which firms or how many firms have expressed interest or will submit statements of qualifications.
2. **Requirement to send insurance data to the County in advance of a firm's submittal** – Information on insurance coverage or other information should not be sent to the County Engineering Department Directly. All requested information should be included in the Respondent's submittal.
3. **Possible inconsistency between RFQ and State Statutes as it pertains to insurance and indemnification** – The County Attorney has reviewed paragraph 1.15 in the RFQ and does not find any inconsistency with the State Statute.
4. **Would \$2 million per occurrence / \$2 million aggregate be acceptable for this project** – The amount of coverage required for each project is based on Monroe County's Schedule of Insurance Requirements. For this project, \$3 million per occurrence / \$5 million aggregate is required as a minimum. Combinations that exceed this minimum are also acceptable.